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National Energy  
Board

Office national  
de l'énergie

# GUIDE TO THE

## National Energy Board Participant Funding Program

### Under the *National Energy Board Act*



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# Participant Funding Program Guide

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### Part I: The Participant Funding Program

The Participant Funding Program is a voluntary program that provides financial support to eligible participants in the National Energy Board's regulatory process. The program is designed to help participants cover the costs of preparing and submitting evidence in support of their case, and to help participants cover the costs of attending hearings and other proceedings. The program is administered by the National Energy Board's Participant Funding Program Office.

### Part II: Eligibility and Application

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## GUIDE TO THE National Energy Board Participant Funding Program Under the *National Energy Board Act*

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## Disclaimer

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### NEB contact

For additional information about the Participant Funding Program or the Application for Funding Form, please contact:

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Website: [www.neb-one.gc.ca](http://www.neb-one.gc.ca)

### Updates

This document may be reviewed and updated periodically by the National Energy Board (NEB). To ensure that you have the most up-to-date version, please consult the NEB's website at: <http://www.neb-one.gc.ca>





# Part 1. The Participant Funding Program

## 1.1 An Overview

### Who is the National Energy Board?

The National Energy Board (NEB or Board) conducts regulatory reviews of energy projects such as pipelines or power lines that cross provincial or international borders. This is the NEB's responsibility under the *National Energy Board Act* (the Act). In certain circumstances the NEB also holds public hearings (written and oral) to gather information from different perspectives about these projects. Board members use the information gathered from hearings when conducting regulatory reviews in the public interest.

### When would I want to participate in a Board hearing process?

A proposed energy project under the Board's jurisdiction might be of interest to you if, for example:

- a proposed pipeline will cross your farmland
- a project will take place on or near your Band's traditional hunting or fishing grounds
- you have relevant information concerning the area where a project is proposed

What is the Participant Funding Program and how can it help me participate in a Board hearing process?

The Participant Funding Program supports public participation by way of interventions in the regulatory process for facility hearings that are conducted under the Act. The Participant Funding Program helps pay some costs for people or groups to intervene in NEB hearings. The program is administered by the NEB.

### Benefits of public participation

Public participation is an important element of an open and balanced regulatory process. It strengthens the quality and credibility of the process. The public is an important source of local and traditional knowledge about a project's physical site and potential impacts. Through public participation activities, project proponents and the Board can obtain information, better understand and respond to public concerns, and inform people about decisions.

Effective public participation facilitates consideration of public concerns and values during the assessment of a proposed energy project. Public participation can:

- Provide interested persons and organizations with an opportunity to contribute to the planning of projects that may affect them;
- Allow proponents and regulators to better understand and address public concerns and priorities;
- Reduce the potential for undesirable project effects by identifying concerns or knowledge that may be relevant to a decision about the proposed project; and
- Build greater public trust in the review process and in the decisions that result from that process.

The Participant Funding Program is an important tool for promoting these benefits.

### **Is funding made available for all types of hearings?**

No. Funding may be available only for public hearings that relate to certain applications for approval to construct and operate a pipeline or power line as well as applications for approval to abandon a pipeline or power line.

Costs related to detailed route hearings are dealt with under a separate process and are not covered by the Participant Funding Program.

### **Is funding available for any type of participation?**

No. Funding is available only for those who are an Intervenor in a hearing. Funding is not available for those who participate by way of a letter of comment or by making an oral statement.

#### **This guide explains:**

- the Participant Funding Program
- how to apply for funding
- where to get more information

## **1.2 Who can apply?**

### **You must have an interest in the proposed project**

To apply to the Participant Funding Program, you must be able to demonstrate that you have at least one of these types of interests in the proposed project:

| <b>Your interest</b>  | <b>Examples</b>  |
|---|--|
| You have a direct, local interest in the proposed project                                   | You live on or own property near the proposed project  |
| You have information or views about the proposed project as a member of the local community | You are familiar with the land near the proposed project area                                |
| You have Aboriginal traditional knowledge that relates to the proposed project area         | Your access to plants for traditional medicines may be affected by the proposed project      |
| You have an interest in how the project may affect Aboriginal lands or rights               | The proposed project area is on or near your community, treaty area or traditional territory |
| You possess expert information relevant to the proposed project                             | You will give environmental, economic or engineering evidence as an expert in that field     |



## These people or groups can apply

Even if you have an interest in the project, only individuals and certain groups can apply.

| Who can apply for funding?   | Examples   |
|--|--|
| Individuals  | Concerned individuals living on or near the proposed project area      |
| Aboriginal groups  | First Nations, Métis, or Inuit groups                                  |
| Landowners   | People who farm or rent potentially affected land                      |
| Not-for-profit organizations (incorporated or not) that are not connected with the energy industry | Environmental non-governmental organizations                           |
| Other affected groups  | Community organizations that would be affected by the proposed project |

## Some groups cannot apply

These groups **cannot** apply for participant funding:

- for-profit organizations
- energy industry organizations
- groups of people with a direct commercial interest in the project
- government groups (except Aboriginal government groups)

Even though these groups are not eligible for funding from this program, they may still be able to participate in a hearing.

## 1.3 What costs are covered by the program?

### The Participant Funding Program only applies to certain activities

The program is meant to fund people or groups to carry out these activities (sometimes referred to as “eligible activities”):

- preparing for and participating in a hearing
- commenting on important hearing documents (such as the draft *List of Issues*)
- reviewing other important documents (such as the project application and supporting environmental assessment)
- working with other people or groups to present evidence in a hearing

## Participant Funding is only available for certain costs

Refer to the chart below to see what costs related to these activities may be eligible for funding. Section 2.3 of this guide also provides more information about costs.

### Some costs are a higher priority than others

Priority is given to costs that help local people or groups participate in or bring their expertise to a hearing. Costs deemed to be “high priority” are paid first. If there is money still remaining after high priority costs are paid, medium priority costs will be paid. Low priority costs are then paid last if there is still funding remaining.

Legal costs are given high priority because a lawyer can help you present your views to the Board. Public hearings are similar to court proceedings. People give evidence under oath and question each other. A lawyer can help you understand rules and prepare your written or oral participation. A lawyer may also speak for you at a hearing.

Travel expenses are also considered high priority to encourage those affected by a project to attend the hearing.

Refer to the chart below to see what costs are considered high, medium and low priority.

| Priority | Funding may help with   | Examples   |
|----------|---|--|
| High     | Legal fees  | A lawyer representing your interests at a hearing  |
|          | Expert fees   | A pipeline safety expert giving evidence about pipeline safety issues  |
|          | Travel costs  | Hotel, gas, and meals for an Aboriginal Band member to travel to a hearing   |
| Medium   | Reasonable payments to attend meetings<br>(daily fees, or a flat fee or 'honorarium') | A payment to an elder to speak at a hearing about her Band's history and the land potentially affected by a proposed project |
|          | Renting office space, meeting rooms or office equipment                               | Renting a room for a meeting of community members to talk about the proposed project   |
|          | Collecting information  | Interviewing community members to get their insights   |
| Low      | Buying information  | Buying reports or legal references that are otherwise not available free of charge   |
|          | Translating evidence  | Translation of a research report from one language to another  |
|          | Other needed costs  | Other costs that are needed to participate in a hearing  |



**Some costs are not covered**

- Costs associated with eligible activities that duplicate services, studies, or documents being funded by other public or private sources are not covered.
- General operations and maintenance expenses for you or your group are also not covered.

**Funding is limited**

The program is not intended to cover all of your costs of participating in the Board's hearing process. Funding is limited and you may not receive all the funding you request. You are encouraged to coordinate your efforts with others, and to look for funding from other sources.

## 1.4 How does the program work?

Certain steps are taken to provide for a fair Participant Funding Program process.

**The total amount of money available is determined**

The total amount of money (sometimes called the "envelope") for a proposed project depends on:

- the size, location and possible effects of the proposed project
- the range of issues associated with the proposed project
- the number of Aboriginal groups in the proposed project area
- funding for similar projects in the past
- available resources

**The funding is advertised**

The total amount of funding available and the deadline to apply for funding is announced on the NEB website at <http://www.neb-one.gc.ca/clf-nsi/rthnb/pblcprtcptn/prtcptntfndngprgrm/prjct-eng.htm> and in local newspapers.

**The Funding Review Committee considers your application**

The NEB establishes a Funding Review Committee for each proposed project where funding is made available. The Committee usually consists of at least three people, including one person who works at the NEB and at least one person who is not connected to government. Committee members must be independent, which means they must have no interest or financial stake in the proposed project.

**The Committee members:**

- know the Participant Funding Program's terms and conditions
- understand the NEB hearing process including how the public can participate
- have expertise related to NEB projects



**The Committee will consider:**

- your interest in the proposed project
- the potential for the proposed project to impact you
- how important your participation will likely be to the hearing
- whether anyone else is likely to do the same work
- the reasonableness of your requested costs
- whether you have funding from other sources
- whether your proposed expenses are high, medium, or low priority

**The NEB decides and announces the funding awards**

The Funding Review Committee prepares a report recommending how to distribute the funds. The NEB Chief Operating Officer (sometimes called the “delegated authority”) considers this report and makes the final decision.

After the final decision is made, the NEB informs successful applicants of the total amount of funding they can receive. Awards are announced in a news release and on the NEB website. This means that the information provided in a funding application may be made public if you are a successful applicant. The NEB also posts the Funding Review Committee’s report on its website.

## 1.5 What happens if my application is successful?

**You must sign an agreement to receive funding that has been awarded**

If you are awarded funding, the NEB will send you a contribution agreement. You must sign the contribution agreement before you can receive any funding. If you are signing on behalf of a group you must demonstrate that you have authority to represent that group. Participant funding will only be awarded for hearing related activities conducted after your application has been approved and a contribution agreement has been signed.

**You must become an intervenor**

If you are approved for funding, you will also need to apply to become an intervenor in the hearing. **The decision on who can receive participant funding is separate from the NEB’s decision on who qualifies as an intervenor in a hearing.**

*You must be granted intervenor status in the NEB hearing to receive money from the Participant Funding Program. Your application for participant funding, even if successful, does not guarantee that you will be successful at obtaining intervenor status. Please consider this possibility prior to incurring costs.*

If your participant funding application is accepted and you are awarded funding, the NEB will send you more information explaining the steps to become an intervenor and the deadline for applying. For more information, please go to <http://www.neb-one.gc.ca/efile/IntervenorForm.aspx>.

## **You request payment of your costs**

A final payment claim can be submitted once all of the eligible expenditures have been incurred.

To receive **final payment** for your costs, you must send a request to the NEB **by the date set out in the Contribution Agreement, which is typically within 60 days of the end of the hearing**. A sample itemized claim form is included with this guide as Appendix C.

To request a **final payment** you must submit the following documents:

- a letter asking for payment;
- a claim form, listing all the payments you have made and including the amount, who you paid, the date of payment, and what the payment was for;
- original receipts for all payments;
- a signed statement saying that the receipts show the true cost of the payments you made; and
- a full list of all documents submitted as evidence in the hearing (you may be asked to provide any or all of these documents to support your claim).

## **Advance payments may also be available in exceptional circumstances**

In certain cases, advance payments may be available at the discretion of the NEB.

Advance funding is provided in exceptional circumstances at the discretion of the NEB prior to the conclusion of the hearing. Up to 50 per cent of the total amount to be funded may be issued, if required, for the successful applicant to begin their activities. The remaining 50 per cent will only be issued as the final payment. It should be noted that an advance cannot be granted to cover expenses that have already been incurred. In cases where an initial advance payment has been made, supporting documents accounting for all expenditures to date must be provided before another advance or interim payment can be made.

To request an advance, the applicant must submit:

- A written request and reasons for an advance payment, including a detailed description of the need for immediate payment of activities and the impact of not providing the advance on your participation; and
- A schedule of expenditures (cash flow forecast).

### **Interim payments may also be available under certain circumstances**

In certain cases, interim payments may be available at the discretion of the NEB.

An interim payment may be made after some eligible expenses have been incurred by the successful applicant, but before all activities relating to the applicant's participation in the project have been completed.

Up to 50 per cent of the total amount to be funded may be issued. The remaining 50 per cent will only be issued as the final payment.

In order to request an interim payment, the successful applicant must submit:

- A written request and reasons for an interim payment including a detailed description of the need for interim funding of activities and the impact of not providing the interim funding would on your participation;
- Originals or photocopies of receipts and/or invoices accounting for all eligible costs incurred to date by the applicant;
- An itemized statement of supporting invoices or receipts in support of all eligible costs incurred by the applicant; and
- A signature on the itemized statement certifying that the invoices and receipts submitted reflect the true cost of the expenditures incurred.



## Part 2. How to Apply

### 2.1 An overview

**Step 1 > Before you apply, please read this guide.**

**Step 2 > Complete the application form found in Appendix B or located on the NEB Website.** Fill in all the sections that apply to you or your organization. Sign the Certification and Consent.

The application form also requires successful applicants to declare amounts owing in default to the Government of Canada. Completion of this declaration is required if the amount of funding requested from the Board is \$20,000 or more. The information provided in this declaration is collected in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the *Financial Administration Act*). Failure to complete this declaration may result in a denial of funding.

**Step 3 > On separate pages, answer the questions in Sections 2.2 and 2.3 of this guide.** Provide your answers with the application form.

**Step 4 > Send in your application.** Send in a paper copy of your complete application by mail, fax a copy of your application or send in an electronic copy by email.

#### **Important tips:**

- Answer the questions in Sections 2.2 and 2.3 in any format you prefer. Provide sufficient detail to fully explain why you are asking for funds and how you will use them.
- For example, applications are usually 10-15 pages long. Your information may be more or less than this.
- Point form answers and tables are fine. You do not need to write everything in paragraphs.
- Your answers do not need to be long, and they must stay focused on the question.
- Give details. For example, if you are requesting funds to pay an expert, include the expert's resume.

### 2.2 Explain how you plan to participate

You need to explain how you plan to participate in the hearing and how your participation will help the Board make its decision. You also need to indicate what you are planning to do, and you are expected to demonstrate that you are able to carry out those plans.

#### **Your activities**

Describe what activities you plan to undertake:

- What do you plan to do with the money you are requesting?
- Why do you want to do it and what do you hope to achieve?
- How will it help the Board understand the proposed project and make its decision?
- How are your proposed activities connected to your usual business?

### ***Be specific***

For example, if your group plans to send several people to the hearing, include their names and backgrounds, and explain why they all need to attend. Or, if you plan to have two experts prepare reports, include the experts' resumes, plus a description of what their reports will cover and why that information is important.

### ***Your ability to carry out your plan***

Explain why you can do what you are planning. A detailed budget and work plan should demonstrate that your proposed activities are practical and realistic. You could also describe any of these factors:

| <b>Your ability to do your planned activities</b>                            | <b>Examples of supporting information</b>   |
|--|---|
| How you or your group's knowledge support your plans                         | Provide the names and resumes of key members of your group and explain how their knowledge will help you accomplish what you plan to do |
| How you or your group's skills, abilities, or experience supports your plans | Describe your skills and experience and explain how this will help you accomplish what you plan to do                                   |
| Your past work in hearings on similar projects                               | List the hearings you have worked on and describe the work you did with each  |

### ***Your unique role***

Explain why you think your evidence will be different from the evidence of other people or groups. It is important to hear all points of view in the hearing. If your views are similar to another person or group's view, you are encouraged to work with them and send one participant funding application.

## 2.3 Explain the funding you are requesting

### *Specify how much funding you are requesting*

List all costs that you would like funding provided for in the same manner as the table provided below. Funding applicants should consider the reasonableness of their funding request before applying (i.e., the proportion of your requested funding relative to your planned activities and the issues of interest to you).

| Priority | Costs                             | Amount you are requesting |
|----------|-----------------------------------|---------------------------|
| High     | Legal fees                        | \$                        |
|          | Expert fees                       | \$                        |
|          | Travel costs                      | \$                        |
| Medium   | Small payments to attend meetings | \$                        |
|          | Renting office space or equipment | \$                        |
|          | Collecting information            | \$                        |
| Low      | Buying information                | \$                        |
|          | Translating evidence              | \$                        |
|          | Other needed costs                | \$                        |

### *Explain your costs*

Explain the costs you are requesting. Answer each question below that applies to you. Include more information if it explains how your activities will assist in the hearing process. **Remember, you can only apply for costs connected with the hearing. You cannot apply for capital costs and salaries.**

| You can apply for funding to | Costs we can pay   | Questions to answer   |
|------------------------------|--|---|
| Have a lawyer help you       | A fee for the lawyer to meet you, research, help you prepare for or represent you at the hearing | What is the lawyer's name? What are their skills? Include their resume.<br>How many hours will the lawyer bill you and at what hourly rate?<br>How much will you pay for the lawyer's daily costs like meals and hotels? For how many days?<br>Will there be any other costs?<br>How will the lawyer help you with the hearing?<br>Does the lawyer have experience that will help you with the hearing?<br>Why should the lawyer receive this payment amount?<br>If you need more than one lawyer, why? |



|   |  |   |
|---|--|---|
| <b>Have an expert help you</b>                                  | <p>A fee for the expert to help you before the hearing</p> <p>A fee for the expert to attend meetings and other functions, such as site visits</p> <p>A fee for the expert to attend the hearing</p> | <p>What is the expert's name? What are their skills? Include their resume.</p> <p>How many hours will the expert bill you and at what hourly rate?</p> <p>How much will you pay for the expert's daily costs like meals and hotel? For how many days?</p> <p>Will there be any other costs?</p> <p>How will the expert help you with the hearing?</p> <p>Does the expert have experience that will help you with the hearing?</p> <p>Why should the expert receive that payment amount?</p> <p>If you need more than one expert, why?</p> |
| <b>Travel to the hearing or to meetings</b><br>(see note below) | <p>Reasonable travel costs, including transportation and hotel</p> <p>Meals</p>  | <p>Estimate how much will it cost each night and how many days you will stay.</p> <p>How far do you live from the proposed project?</p> <p>If more than one person is going to the meeting or hearing, why?</p>   |
| <b>Pay someone a reasonable amount to attend meetings</b>       | <p>A reasonable payment, or 'honorarium' to attend a meeting or function</p>   | <p>What is the person's name? What are their skills?</p> <p>How much will you pay them?</p> <p>How will they help you with the hearing?</p> <p>Why should they receive that payment amount?</p> <p>If you need to pay more than one person, why?</p>  |
| <b>Rent office space or a meeting room</b>                      | <p>Office rent</p> <p>Office equipment rent</p> <p>Meeting room rent</p> <p>(but not normal rent or overhead)</p>  | <p>What will the room be used for? If for a meeting, what is the purpose of the meeting?</p> <p>How much does each item cost?</p> <p>Why do you need to rent office space, equipment, or meeting rooms?</p>   |
| <b>Collect information</b>                                      | <p>Costs to collect information from specific local groups (such as people who live in the community or your group's members)</p>  | <p>Who are you collecting the information from?</p> <p>How will you collect it? What is your plan?</p> <p>How much will it cost?</p> <p>Why do you need to collect the information?</p> <p>How will you use it at the hearing?</p>  |

|                           |   |   |
|---------------------------|---|---|
| <b>Buy information</b>    | The cost of information, such as maps, reports, and documents, that you <i>must buy</i><br><br>( <b>but not</b> information you can get free from the NEB or other parties) | What information do you need to buy and why you need it?<br><br>Confirmation that it is not otherwise available at no cost.<br><br>How much will it cost?<br><br>How will this information help you at the hearing? |
| <b>Translate evidence</b> | The cost to translate evidence<br><br>(Any NEB documents you need are available in English and French.)   | What evidence do you need to translate?<br><br>How much will it cost?<br><br>How will this information help you at the hearing?   |
| <b>Pay other costs</b>    | Necessary costs not covered above   | What will you be paying for?<br><br>How much will it cost?<br><br>How will this help you at the hearing?  |

Note: Your travel costs must be reasonable. They must also meet federal guidelines, available on the National Joint Council website: <http://www.njccnm.gc.ca/directive/index.php?did=10&lang=eng>.

Call the NEB's toll-free number to request a free copy from our librarian at 1-800-899-1265.

## 2.4 Disclose the involvement of former public servants

You must disclose whether a former federal government employee helped you apply if that employee is covered by the Conflict of Interest and Post-employment Guidelines of the Values and Ethics Code for the Public Service. You can find this code in the Policies section of the federal Treasury Board website at [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TB\\_851/vec-cve1-eng.asp#\\_Toc46202811](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TB_851/vec-cve1-eng.asp#_Toc46202811)

Call the NEB's toll-free number to request a free copy from our librarian at 1-800-899-1265.

## 2.5 Send in the application

### Meet the deadline for applying

It is your responsibility to make sure your application is received **by the deadline**. The deadline is posted on the Board's website and in the public notices regarding opportunities to participate in the funding program.

### Format your application

- Number all pages of your application.
- Clip the pages of your application together with a paper clip or butterfly clip. Do not bind, coil bind, or staple your application. Do not use duo-tangs.

### Use the checklist

Check the items on the checklist provided at Appendix A of this guide before sending your application in.

### Use any of these methods to send your application

You can send your application:

- by mail or courier:  
National Energy Board  
Attn: Manager, Participant Funding Program  
444 – 7 Avenue SW  
Calgary, Alberta  
T2P 0X8
- by fax: 1-877-288-8803
- by email: [pfpa@neb-one.gc.ca](mailto:pfpa@neb-one.gc.ca)

If you send it by email or fax, you must send us the paper copy a few working days after your email. This copy must have original signatures, not copied signatures.



## 3. Help and Information

### 3.1 Access our website

You can find the latest version of this guide on our website [www.neb-one.gc.ca](http://www.neb-one.gc.ca). You can also find information about our hearings on our website.

### 3.2 Contact the Participant Funding Program office

If you have questions about the Participant Funding Program, please contact the Manager, Participant Funding:

- [pfp.pafp@neb-one.gc.ca](mailto:pfp.pafp@neb-one.gc.ca)
- Toll-free: 1-800-899-1265
- Fax: 1-877-288-8803

### 3.3 Contact the National Energy Board library for more information

The NEB library is a good place for information about energy issues. You can also see documents about the proposed project. You can contact the library at:

- [library@neb-one.gc.ca](mailto:library@neb-one.gc.ca)
- 403-299-3561
- toll-free: 1-800-899-1265
- 444 – 7 Avenue SW, Calgary, Alberta T2P 0X8

# Glossary

|                   |   |
|-------------------|---|
| applicant         | Someone who applies for funding under the Participant Funding Program   |
| eligible activity | An activity that can qualify for funding from the Participant Funding Program (see Section 1.3)   |
| eligible expense  | A cost that can potentially be recovered through the Participant Funding Program (see Section 1.3)  |
| envelope          | The total amount of program funding available for a proposed project  |
| evidence          | Reports, oral statements, photographs, and other material or information that parties provide to support their views and which form part of the hearing record.   |
| hearing           | A type of assessment process the Board uses to gather and test information from various viewpoints in order to make a fair and objective assessment of an application under the Act. Hearings may be written or oral or both. |
| panel             | Members of the National Energy Board who hold the hearing and make the decision about the company's application for the proposed project  |
| proponent         | The company or companies proposing the project  |

## Appendix A. Checklist

To prevent delays, please make sure you:

- ☐ **Send in your application by the deadline.**
- ☐ Fill out all the parts of the application form that apply to you or your group.
- ☐ Include a document showing your authority to represent your group or corporation, if you are applying as a group or corporation.
- ☐ On separate pages, answer the questions in Sections 2.2 and 2.3 of this guide.
- ☐ Describe how you would be able to play an important and unique role in the hearing
- ☐ Describe the activities to be funded
- ☐ Include a budget
- ☐ Include all the information you need to support your request (see Section 2.3 of the guide).
- ☐ Include a resume for any experts you plan to hire.
- ☐ Make sure the amount you are requesting is reasonable and not more than the total funding envelope.
- ☐ Make sure you have added numbers correctly.
- ☐ Describe any involvement of former public servants.
- ☐ Complete and sign the Declaration of amounts owing in default to the government of Canada if you are applying for more than \$20,000.
- ☐ Make sure the original copy you are sending us is clipped together, not stapled or bound.
- ☐ **Sign the *Certification and Consent* included in the application form** (must be signed by the applicant or an authorized person).





# Appendix B. Application for Funding

- Step 1** Read the Participant Funding Program Guide.
- Step 2** Complete the application form. Fill in all the sections that apply to you or your organization. Sign the Certification and Consent.
- Step 3** On separate pages, answer the questions in Sections 2.2 and 2.3 of the guide. Clip your answers to your application form.

## Project

|                 |
|-----------------|
| Name of project |
| Location        |

## Language of choice

- ☐ English
- ☐ French

## Your interest in the project

Describe in detail your interest in the project.  
Section 1.2 of the guide explains the type of interest you must have.

## Official use only

|               |             |
|---------------|-------------|
| Date received | File number |
|---------------|-------------|

## Applying as an individual

|                           |                            |
|---------------------------|----------------------------|
| Name                      |                            |
| Legal name (if different) |                            |
| Mailing address           |                            |
| City/town                 | Area code/telephone number |
| Province                  | Area code/fax number       |
| Postal code               | Email address              |



## Applying as an unincorporated group or organization

|  |   |
|--|---|
| Name of group or organization  |   |
| Group or organization's legal name (if different)  |   |
| Previous names of the group or organization  |   |
| Mailing address  |   |
| City/town  | Business number (Canada Revenue Agency)   |
| Province   | Band number (Aboriginal applicants)       |
| Postal code  | GST/HST number                            |
| Area code/telephone number   | GST/HST rebate percentage                 |
| Area code/fax number   | Group or organization's goals and mandate |
| Email address  |   |
| Website address (optional)   |   |
| Name and title of person representing the group or organization (Include document showing your authority to represent the group or organization) |   |

## Applying as a corporation

|                                   |   |
|-----------------------------------|---|
| Name of corporation               |   |
| Previous names of the corporation |   |
| Mailing address                   |   |
| City / town                       | Federal or provincial number (specify)  |
| Province                          | Business number (Canada Revenue Agency)   |
| Postal code                       | Band number (Aboriginal applicants)   |
| Area code / telephone number      | GST / HST number  |
| Area code / fax number            | GST / HST rebate percentage   |
| Email address                     | Name and title of person representing the company<br>(Include document showing your authority to represent the company) |
| Website address (optional)        |   |

## Other information

Have you received program funds from us before?

- ☐ Yes  
☐ No

If yes, tell us how much and for which project:

---

---

Have you applied or will you apply for funds from other sources for the hearing?

- ☐ Yes  
☐ No

If yes, tell us how much and the source:

---

---

Have you made an effort to cooperate with other people or groups in preparing your application?

- ☐ Yes  
☐ No

If yes, name the other individuals or groups:

---

---

Have any former public servants who are under the Conflict of Interest and Post-employment Guidelines helped you apply?

- ☐ Yes  
☐ No

If yes, describe their role:

---

---

How did you learn about the program?

(please check all that apply)

- ☐ Government of Canada notice in newspaper  
☐ Newspaper articles or editorials  
☐ Our website  
☐ Consulting Canadians website  
☐ Other websites  
☐ Email from us to your group  
☐ Direct mail to your group  
☐ Radio broadcast  
☐ Word of mouth  
☐ Other (please specify):

---



## Your plan of action and costs

With your application, tell us what you would do with the funding do and explain the proposed expense. Sections 2.2 and 2.3 of the guide explain how to do this.

## Certification and consent

I certify to the National Energy Board that the information in this application (including the answers to the questions in Sections 2.2 and 2.3 of the guide) is accurate to the best of my knowledge.

If you approve the application, I agree that I will sign a contribution agreement before any funding is provided.

I understand that the information you collect from me will be subject to the *Access to Information Act*.

I consent to you:

- making public and giving a copy of this Application for Funding and the Contribution Agreement once it is executed to anyone you consider appropriate in the circumstances
- making copies of any written submissions I, or the corporation or group I represent, might make during the hearing
- using those copies in administering the *National Energy Board Act*

---

Name

---

Title

---

Authorized signature

---

Date

## Declaration Form - Amounts Owing in Default to the Government of Canada

**Note:** Completion of this Declaration Form is required only if the amount of funding requested from the National Energy Board is \$20,000 or more.

### Instructions:

The information provided below is collected in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the Financial Administration Act). Failure to complete this section may result in denial of funding.

Does the Applicant owe any amounts that are in default to the Government of Canada under legislation or contribution agreements?

☐ Yes

☐ No

If yes, please complete the following chart:

| Amounts in default owing | Nature of the amount in default owed (taxes, penalties, overpayments) | Name of government department or agency |
|--------------------------|---|---|
| \$                       |   |   |
| \$                       |   |   |
| \$                       |   |   |
| \$                       |   |   |

**I hereby certify that the information I have provided in this Declaration Form is accurate to the best of my knowledge.**

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date





## Annex C: Sample itemized claim form

National Energy  
Board



Office national  
de l'énergie

### Itemized Claim Form - Participant Funding Program

Date:  
From:

To: National Energy Board  
Attn: Mathieu Fecteau  
444 Seventh Avenue SW,  
Calgary, AB T2P 0X8

Project:  
Effective date of Contribution Agreement:

Maximum Claim:

| Date | Description | Expense Category | Amount |
|------|-------------|------------------|--------|
|      |             |                  |        |
|      |             |                  |        |
|      |             |                  |        |
|      |             |                  |        |
|      |             |                  |        |
|      |             |                  |        |
|      |             |                  |        |
|      |             |                  |        |
|      |             | Total            |        |

- Originals of receipts and/or invoices supporting all eligible costs incurred must be included and attached to this Claim , and any advances must be included and netted against costs incurred accommodation; other appropriate costs (please specify)

NOTE: Please provide your:

SIN # \_\_\_\_\_  
or  
GST/Business # \_\_\_\_\_  
Or  
CRA # \_\_\_\_\_

Canada

| CLAIM BREAKDOWN (summary of expenses by category) | AMOUNT |
|---|--------|
|   |        |
|   |        |
|   |        |
| Total:  |        |

| PAYMENT BREAKDOWN          | AMOUNT |
|----------------------------|--------|
| Maximum Allocation         |        |
| This Claim                 |        |
| Total of Prior Claims      |        |
| Balance of remaining funds |        |

NOTE: Claims can only be considered if:

- It is within the Maximum Allocation
- It is submitted using this Claim form
- It represents 1 PFP Recipient
- It has the exact address for payment
- It is supported by original receipts

**Required feedback:**

*Did the Participant Funding Program make it easier for you to participate in this hearing? ☐ Yes ☐ No*

**Final Payment:** A final payment claim can be submitted once all eligible expenditures have been incurred by the Recipient. To request a final payment, the Recipient must submit a written request for a final payment.

**A signature attesting to the aforementioned itemized statement certifying that the invoices and receipts submitted reflect the true cost of the expenditures incurred must be included with each invoice, see below.**

On behalf of \_\_\_\_\_, I certify that these invoices and receipts reflect the true cost of the expenditures incurred by the Recipient for the participation in the regulatory process for \_\_\_\_\_ Project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Canada





